

# **DoD Performance** **Management Program**

## **Supervisors How to Guide:** **Annual Appraisals**

## **DCPDS WEBSITE**

<https://compo.dcpds.cpms.osd.mil/rsouiportal/AccessRegions.jsf>

# **DPMAP - MYBIZ**

## DoD PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

- Reference CNGBI 1400.25, Vol 431
- Periods of appraisal:
  - Trial/Probation - 1 year from appointment
  - Annually - 1 Apr – 31 Mar, Effective date of 1 Jun

# **DPMAP – Performance Plan Requirements**

- **Mission Goals**
- **Job Objectives (3 to 5)** – Critical areas of Position  
Specific, Measurable, Aligned, Relevant/Realistic & Timed (SMART)
- **Interim/Progress Review mandatory** - Higher level review not required if employee is performing at the fully successful level or higher.
- **Self Assessment** – Employee must be given the opportunity to provide comments on progress review and annual appraisal
- **Annual Appraisal** – Employee comments and HLR required

# **Performance Timeline**

- **Performance Plan Approved**; plan due within 30 days of assignment to a position or after the end of a previous rating period, not 30 days after the previous appraisal was complete.
- **Progress Review**; must be on an approved plan (this includes modified plans) for at least 90 days, must be 90 days with current supervisor, and at least 90 days prior to the rating period end date.
- **Annual Appraisal**; due 30 days after end of rating period, e.g. end date is 31 March, appraisal due NLT 30 April.

### Level 5 - Outstanding

- Produces exceptional results or exceeds expectations well beyond specified outcomes
- Sets targeted metrics high and far exceeds them (e.g., quality, budget, quantity)
- Handles roadblocks or issues exceptionally well and makes a long-term difference in doing so
- Is widely seen as an expert, valued role model, or mentor for this work
- Exhibits the highest standards of professionalism

### Level 3 – Fully Successful

- Effectively produces the specified outcomes, and sometimes exceeds them
- Consistently achieves targeted metrics
- Proactively informs supervisor of potential issues or roadblocks and offers suggestions to address or prevent them
- Achieves goals with appropriate level of supervision


### Level 1 - Unacceptable


- Does not meet expectations for quality of work; fails to meet many of the required results for the goal
- Is unreliable; makes poor decisions; misses targeted metrics (e.g., commitments, deadlines, quality)
- Lacks or fails to use skills required for the job
- Requires much more supervision than expected for an employee at this level

- Ongoing
- Supervisors and employees **share** responsibility
- Consist of:
  - ✓ Proactively **planning** work and setting expectations
  - ✓ Continually **monitoring** performance
  - ✓ **Evaluating** performance in a summary fashion
  - ✓ **Recognizing and rewarding** good performance



# MyBiz+ Home Page

Other DCPDS Applications ▾★ Favorites ▾



**What's Your New Year's Resolution?**

Check out the  
**Civilian Expeditionary Workforce (CEW)**

*It's the Opportunity of a Lifetime!*


Notifications	
Read / Unread	Title
*	Emergency Contact Information is more than one year old
*	A Regular Within-range Increase action has been processed. The personnel action (or NPA) is expected to be processed within the next 48 hours.
	Emergency Contact Information is more than one year old

★ You have 2 unread notifications

Welcome, Stephen P. Oppliger, IIThe information is current as of 27-Feb-2020

Home

### Key Services

[Manage Key Services](#) 

[MyPerformance](#)

[Manager Functions](#)

[Performance Management and Appraisal](#)

[Apply Action\(s\) to Multiple Employees](#)

[Manage MyPerformance Trusted Agent Authorization](#)

[View/Print Performance Management Reports](#)

[View Previous Requests](#)

[CIV Fill Request Status](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

### Other DCPDS Tools

[DCPDS Navigator Homepage](#)

[Add HR Region Associations](#)

[DCPAS CMIS Account](#)

[MyBiz+ for HR Professionals REG15](#)

### Last Personnel Action

Type of Action:	Regular Within-range Increase
Effective Date:	16-Feb-2020

### \$ Insurance


Health Insurance:	Federal
Life Insurance:	Basic or

### \$ Pay

Gross Pay:	
Net Pay:	
Pay Period End Date:	



**If current owner is not the employee, transfer the plan to them. Allow the employee a reasonable amount of time to add their input and transfer the plan back to you. Skip to page 11 if they have already added their input.**



# MyPerformance

MyBiz+ Help

[MyPerformance Main Page](#) [Provide Guest Feedback](#)

## Rating Official/Higher Level Reviewer

### MyPerformance Main Page

[Need Help?](#)

**Warning:** This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

### Plans/Appraisals In Progress

**TIP** Only Employees that have a plan in progress are listed below.


Show Me All Appraisals Appraisal Year ALL


Create New Plan --Choose a Plan Type-- Go

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Pan, Jessica K	Oppliger, II, Stephen P.	Oppliger, II, Stephen P.	2020	89847	20-May-2019	DoD	Approved	Progress Review Completed	<div><div>Update</div><div>Transfer to Employee</div><div>View Plan Form</div><div>Change RO and/or HLR</div><div>Close</div><div>Track Progress</div><div>Manage Guest Participants</div></div> <span>Go</span>
UNGER, JOSIAH D	Oppliger, II, Stephen P.	Oppliger, II, Stephen P.	2020	88274	20-May-2019	DoD	Approved	Progress Review Completed	<span>Go</span>
Anderson, Denise L	Oppliger, II, Stephen P.	Oppliger, II, Stephen P.	2020	85207	10-May-2019	DoD	Approved	Progress Review Completed	<span>Go</span>
Dockter, Desirae T.	Oppliger, II, Stephen P.	Oppliger, II, Stephen P.	2020	86697	10-May-2019	DoD	Approved	Progress Review Completed	<span>Go</span>

Select the link to search for Completed Plans.  
▶ [Show Completed Plans/Appraisals](#)

# Transfer the plan with email notification and instructions on NLT date to have employee input added and the plan returned.

**DoD Performance Management  
Appraisal Program**

MyBiz+ | Help |  | Logout

**Rating Official Notification to Employee - Pan, Jessica K**

Cancel | Transfer to Employee without E-mail Notification | **Transfer to Employee with E-mail Notification**

**Message to Employee**

This screen allows you to send a message to your employee regarding their performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the employee, enter a message in the text box below Message to Employee and select Transfer to Employee with E-Mail Notification button at top right corner.
- If you choose not to send a message, select Transfer to Employee without E-mail Notification button. You will need to contact the employee directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

For additional guidance, select [Need Help?](#)


Please go to your Performance Management and Appraisal to view or update your performance plan. Please have your comments input and plan returned to your rating official by 31 March.

Spell Check

Notice: You are about to contact Pan, Jessica K by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

Privacy Statement


# Once the employee has added their input and transferred the plan back, select update under the action tab and proceed.



# MyPerformance

MyBiz+ Help

[MyPerformance Main Page](#) [Provide Guest Feedback](#)

 **Confirmation**

The appraisal has been submitted to the employee.

## Rating Official/Higher Level Reviewer

### MyPerformance Main Page

[Need Help?](#)

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- Select 'Appraisal Plan Type'
- Select the 'Go' button

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- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.





### Plans/Appraisals In Progress

 **TIP** Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

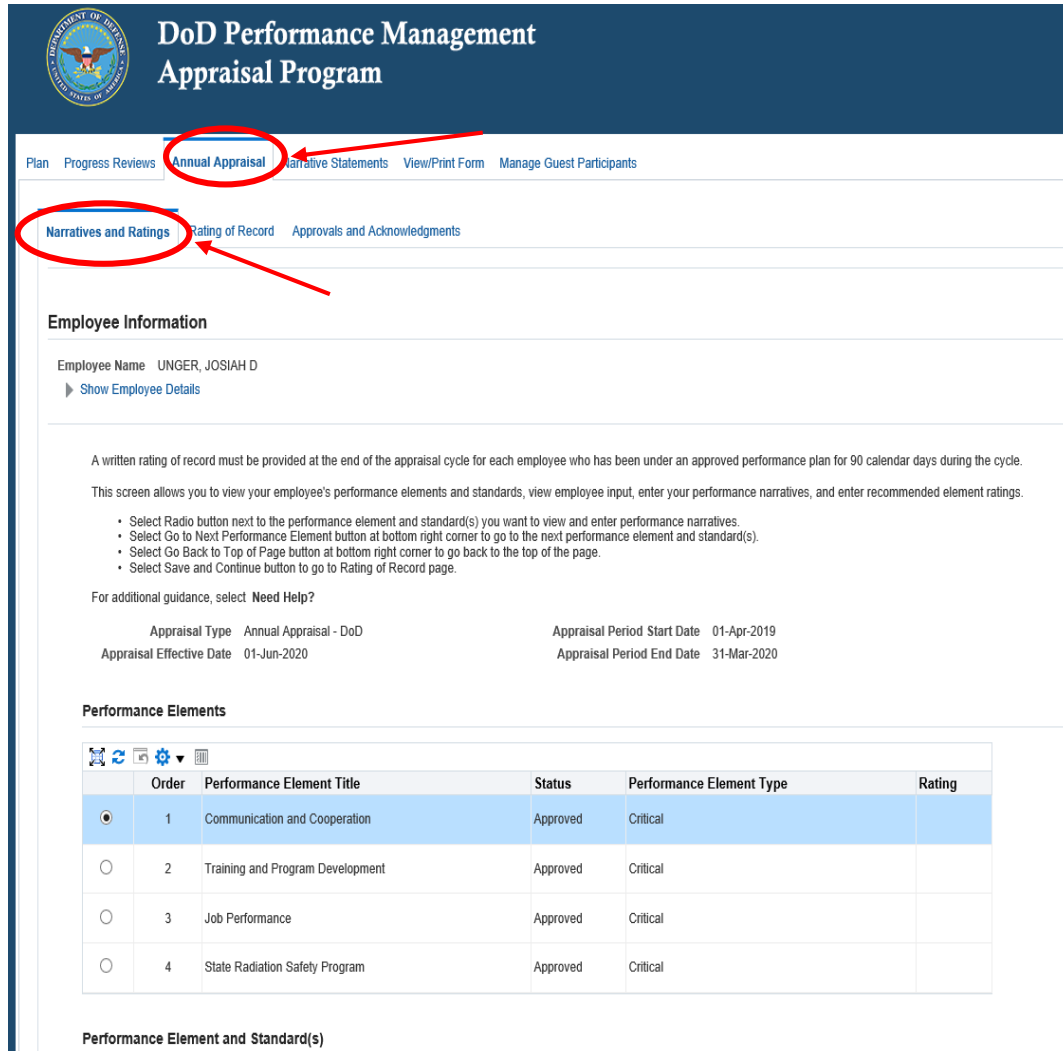
Create New Plan --Choose a Plan Type-- Go

Records Displayed 10

Employee Name ^	Current Owner ^	Rating Official Name ^	Appraisal Year ^	Appraisal ID ^	Plan Approval Date ^	Type ^	Plan Status ^	Current Status ^	Action
UNGER, JOSIAH D	Oppliger, II, Stephen P.	Oppliger, II, Stephen P.	2020	88274	20-May-2019	DoD	Approved	Progress Review Completed	<div><div>Update</div><div></div><div>Go</div></div>
Anderson, Denise L	Oppliger, II, Stephen P.	Oppliger, II, Stephen P.	2020	85207	10-May-2019	DoD	Approved	Progress Review Completed	<div><div>Update</div><div></div><div>Go</div></div>
Dockter, Desirae T.	Oppliger, II, Stephen P.	Oppliger, II, Stephen P.	2020	86697	10-May-2019	DoD	Approved	Progress Review Completed	<div><div>Update</div><div></div><div>Go</div></div>
Pan, Jessica K	Pan, Jessica K	Oppliger, II, Stephen P.	2020	89847	20-May-2019	DoD	Approved	Progress Review Completed	<div><div>View</div><div></div><div>Go</div></div>

# Select the Annual Appraisal tab at the top and Narratives and Ratings on the next tab. Input your narrative for each element and assign a rating, then select Go to Next Performance Element.



**DoD Performance Management Appraisal Program**

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

**Narratives and Ratings** Rating of Record Approvals and Acknowledgments

**Employee Information**

Employee Name UNGER, JOSIAH D  
[Show Employee Details](#)

A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.

This screen allows you to view your employee's performance elements and standards, view employee input, enter your performance narratives, and enter recommended element ratings.

- Select Radio button next to the performance element and standard(s) you want to view and enter performance narratives.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Save and Continue button to go to Rating of Record page.

For additional guidance, select [Need Help?](#)

Appraisal Type Annual Appraisal - DoD Appraisal Period Start Date 01-Apr-2019 Appraisal Period End Date 31-Mar-2020  
Appraisal Effective Date 01-Jun-2020

**Performance Elements**

	Order	Performance Element Title	Status	Performance Element Type	Rating
<input checked="" type="radio"/>	1	Communication and Cooperation	Approved	Critical	
<input type="radio"/>	2	Training and Program Development	Approved	Critical	
<input type="radio"/>	3	Job Performance	Approved	Critical	
<input type="radio"/>	4	State Radiation Safety Program	Approved	Critical	

**Performance Element and Standard(s)**

## Performance Element and Standard(s)

Keep supervisor informed bi-weekly in matters pertaining to the Occupational Health and Preventive Medicine Program as it applies to the NENG mission, functions and TAG objectives. Communicate both verbally and in writing on status of assigned programs and notify supervisor within one workday of any concerns that may arise. Build cooperative relationships with coworkers and agency supervisors in order to ensure sustainment of Occupational Health and Preventive Medicine programs. Collaborate with state and national government agencies for outreach, policy training, support and research in accordance with guidance issued by the Department of Defense. Coordinate annually with the Regional Industrial Hygienist to prioritize contracted site visits. Serve as a liaison between State, NGB and Federal organizations concerning occupational health services.

## Employee Input

## Rating Official Narrative

(Limit to 2000 characters)

[Spell Check](#)

## Performance Element Rating

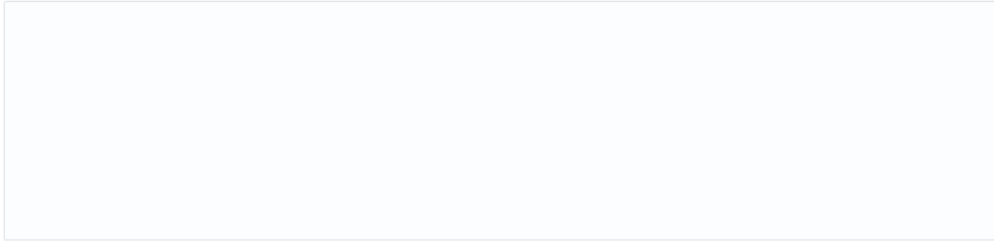
Element Rating

[Go to Next Performance Element](#) [Go Back to Top of Page](#)

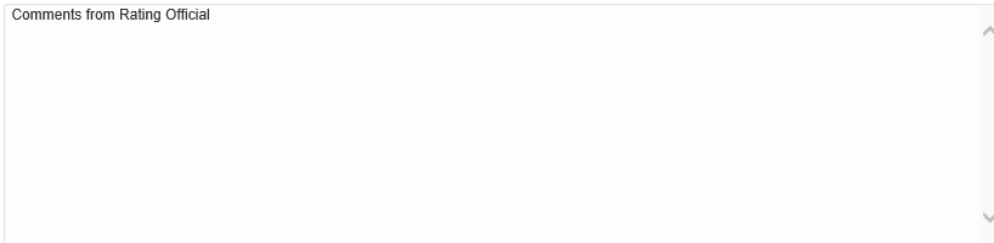
[Save and Continue](#)

**Once you have completed your narratives and ratings for all elements, you can select Save and Continue. It is suggested that you copy and paste your narratives into a word document in the event that the system does not save them for you.**

Employee Input



Rating Official Narrative



(Limit to 2000 characters)

Spell Check

Counter 29


Performance Element Rating

Element Rating **3 Fully Successful** 

Go to Next Performance Element

Go Back to Top of Page

Save and Continue



# Select Save and Continue if the ratings you entered are correct or Save and Go Back if you would like to change any of your narrative statements.

[Plan](#) [Progress Reviews](#) [Annual Appraisal](#) [Narrative Statements](#) [View/Print Form](#) [Manage Guest Participants](#)

[Narratives and Ratings](#) [Rating of Record](#) [Approvals and Acknowledgments](#)

-- Choose an Action --

Go

### Employee Information

Employee Name UNGER, JOSIAH D

[Show Employee Details](#)

This screen allows you to view or update your employee's recommended performance element ratings, average score, and rating of record. If you change a recommended rating, the average score and rating of record will re-calculate.

**Important Note:** Only 'Approved' performance elements and standards are used to calculate the average score and rating of record.

- Select Save and Go Back button at bottom right corner to go back to Assessments and Ratings page.
- Select Save and Continue button at bottom right corner to go to Approvals and Acknowledgments page.

For additional guidance, select [Need Help?](#)

Appraisal Type Annual Appraisal - DoD

Appraisal Period Start Date 01-Apr-2019

Appraisal Effective Date 01-Jun-2020

Appraisal Period End Date 31-Mar-2020

### Performance Element Ratings

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Communication and Cooperation	Approved	Critical	3 Fully Successful
2	Training and Program Development	Approved	Critical	3 Fully Successful
3	Job Performance	Approved	Critical	3 Fully Successful
4	State Radiation Safety Program	Approved	Critical	3 Fully Successful

### Rating of Record


Average Score 3.0

Rating of Record 3 Fully Successful

Save and Go Back

Save and Continue

# Complete Step 1: Request or Document HLR and transfer the plan with email notification.



## DoD Performance Management Appraisal Program

[Plan](#) [Progress Reviews](#) [Annual Appraisal](#) [Narrative Statements](#) [View/Print Form](#) [Manage Guest Participants](#)

[Narratives and Ratings](#) [Rating of Record](#) [Approvals and Acknowledgments](#)


### Employee Information

Employee Name UNGER, JOSIAH D  
[▶ Show Employee Details](#)

This screen allows you to start the approval and/or communication process or view status information of the employee's annual appraisal.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▶ icon under Details column to see approval and/or communication information for each step and select ▲ icon to collapse step.
- Select Start button under Action column for Steps 1 (if required) or 3, if available.
- Select Save and Go Back button at bottom right corner to go back to Rating of Record page.






For additional guidance, select **Need Help?**

[Show All Details](#) | [Hide All Details](#)

Details	Tasks		Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	<b>Start</b>
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Step 1 must be completed
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	<b>Start</b>
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

# If your HLR has delegated the authority to approve on their behalf, proceed to option B, otherwise use option A

For additional guidance, select [Need Help?](#)



[Show All Details](#) | [Hide All Details](#)


Details	Tasks	Action
▲	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started <a href="#">Start</a>

☒ **TIP** There are two options available to complete this step. If you are both the rating official and higher level reviewer, use Option B to document the approval.

**Option A - Transfer to the Higher Level Reviewer**

Name	Title
Oppliger, II, Stephen P.	Rating Official
Nuss, Nicole D	Higher Level Reviewer

☒ **TIP** Please select new HLR from list of values, if required.

Change Higher Level Reviewer  

**Message to Higher Level Reviewer**



This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Annual Appraisal. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

[Spell Check](#)

Notice: You are about to contact Nuss, Nicole D by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

[Cancel](#) [Transfer to Higher Level Reviewer without E-mail Notification](#) [Transfer to Higher Level Reviewer with E-mail Notification](#)


**Option B - Document the higher level review has taken place by entering the following information**

Higher Level Reviewer	<input type="text" value="Nuss, Nicole D"/> 	Method of Review	<input type="text" value=""/>
Review Date	<input type="text" value=""/>  (dd-mmm-yyyy)	Other Method	<input type="text" value=""/>

[Cancel](#) [Save](#)



# Once the appraisal has been approved by HLR, complete step 3; Document Communication to Employee.



## DoD Performance Management Appraisal Program

[Plan](#) [Progress Reviews](#) [Annual Appraisal](#) [Narrative Statements](#) [View/Print Form](#) [Manage Guest Participants](#)

[Narratives and Ratings](#) [Rating of Record](#) [Approvals and Acknowledgments](#)






### Employee Information

Employee Name UNGER, JOSIAH D  
[Show Employee Details](#)

This screen allows you to start the approval and/or communication process or view status information of the employee's annual appraisal.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select > icon under Details column to see approval and/or communication information for each step and select < icon to collapse step.
- Select Start button under Action column for Steps 1 (if required) or 3, if available.
- Select Save and Go Back button at bottom right corner to go back to Rating of Record page.

For additional guidance, select [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks		Action
>	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	<a href="#">Start</a>
>	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Step 1 must be completed
>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>
>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

**Select the date and method used for communication then select Save and Transfer to Employee for Acknowledgment. The appraisal will be no longer be accessible for editing, please ensure the appraisal is complete and the employee is aware of the ratings prior to completing this step.**

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

Narratives and Ratings Rating of Record **Approvals and Acknowledgments**

### Employee Information

Employee Name UNGER, JOSIAH D  
[Show Employee Details](#)

This screen allows you to start the approval and/or communication process or view status information of the employee's annual appraisal.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▶ icon under Details column to see approval and/or communication information for each step and select ▲ icon to collapse step.
- Select Start button under Action column for Steps 1 (if required) or 3, if available.
- Select Save and Go Back button at bottom right corner to go back to Rating of Record page.

For additional guidance, select [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started <a href="#">Start</a>
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started Step 1 must be completed
▲	Step 3: Rating Official - Document Communication to Employee	Not Started <a href="#">Start</a>

Communication Date   
(dd-mmm-yyyy)

Communication Method

Rating Official Name

[Cancel](#) [Save and Transfer to Employee for Acknowledgment](#) [Save and go to Step 4](#)

▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed
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# **My Biz\My Workplace\DPMAP**

- If you encounter login or access issues with MyBiz/MyWorkplace, please contact Denise Anderson – Ext 8177
- If you have any questions regarding how to use MyBiz, or have questions regarding employee performance, please contact Steve Oppliger – Ext 8185

# There is a link to DCPDS on the NEGUARD WEBSITE

itle-5-Branch.aspx

Search...

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## TECHNICIAN & TITLE 5 BRANCH

Employee Benefits Telework Classification Labor Tech Guides & Regulations DCPDS - PAA Staffing Training

**Awards**

- NE TPR 451
- TPR 451
- NGB Form 32 (Request Form)

**Employee Benefits and Documents**

- Employee Benefits Information System (EBIS) at ABC-C Benefit Center
- EBIS Brochure and Instructions
- **MyBiz & MyWorkplace**
- MyPay

**Insurance (Health & Life)**

- Federal Employees Insurances (OPM site)
- FEHB & FEGLI Enrollment and Changes of EBIS
- Federal Employees Group Life Insurance (FEGLI) website
- Federal Employees Health Benefits (FEHB) website
- Federal Employees Dental and Vision Insurance Program (FEDVIP) website
- Federal Long Term Care Insurance (FLTCP)
- Flexible Spending Account (FSA) website

**Leave**

- CNGBI 1400.25, Vol. 630 - National Guard Technician Absence and Leave Program
- CNGBN 1408 - Technician Personnel Interim Post Conversion Overtime and Compensatory Time Policy
- Rights under the Family and Medical Leave Act of 1993
- Leave Chart (Excel Format)
- OPM Leave Facts Sheets
- Alternate Work Schedule Memo
- FAQ on Maxiflex Schedule
- Work Schedules, Telework, and Timekeeping 2017

**Voluntary Leave Transfer Program**

**Military Duty & USERRA**

- Employee Rights and Benefits
- Elections/Acknowledgement while on Active Military Duty
- Return from Active Military Duty
- TSP Fact Sheet
- FEGLI Election

**USERRA Resources**

- Office of Personnel Management (OPM)
- Federal Employees Group Life Insurance (FEGLI)
- Federal Employees Health Benefits Insurance (FEHB)
- Employer Support of the Guard and Reserve
- Military Site Information
- Veteran's Guide
- Department of Labor

**Military One Source**

- Visit the Military One Source website

**OWCP - Workers Comp.**

- CA-1 Form - Notice of Injury
- CA-1 Electronic Filing Instructions
- CA-1 - Website
- CA-550 - FAQs on Federal Employees Compensation Act (FECA)
- How Do I Code my Employees Timesheet?

**Pay**

- Pay table - GS
- Pay table - WG
- Hours of Work for Travel (pdf)

**Thrift Savings Plan**